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*Report to*

MEMORANDUM FOR THE RECORD

25 November 1953

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SUBJECT: Periodic Work Report - [REDACTED]

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1. I discussed with [REDACTED] his Work Report from [REDACTED]. It was indicated to him that it was very desirable and I suggested to him submission of a periodic report. At first Bob felt a quarterly report would be adequate. However, we both finally agreed that for a while we would try a monthly report and the first one will be submitted as of 1 January 1954.

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2. I talked to Mr. [REDACTED] about his submission of some type of activities report to keep the DD/A advised. He felt that it would be very desirable and indicated that a monthly basis seemed quite appropriate. Therefore, he plans to submit very shortly a resume of his major activities. From then on, beginning 1 January 1954, he will submit a monthly report.

[REDACTED]  
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No Change in Class.	<input type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed to:	TS S C 989
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[REDACTED]  
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*Noted By*